

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Eastern Region
Jamaica, New York 11430

F. L.
EA 1210. 9

8/13/86

SUBJ EMPLOYEE PARTICIPATION IN ALL NON-UNION PROFESSIONAL ORGANIZATIONS HAVING ESTABLISHED RELATIONSHIPS WITH THE FAA

1. PURPOSE This order addresses the major areas of dues withholding, official time for employee participation in subject activities, and payment of travel for employees participating in said activities, if appropriate.

2. DISTRIBUTION. This order is distributed to all supervisors in the Eastern Region.

3. BACKGROUND The Director of Personnel and Training issued a letter outlining the Federal Aviation Administration's posture with regard to activities of the non-union professional organizations. In addition, DOT Order 3710.4 addresses the parameters within which the Department and its modal agencies and non-labor employee groups may interact. The following information is provided as guidance to facilitate interaction between the agency and non-union professional organizations.

4. PROCEDURES.

a. Allotment of Dues. The agency may permit employees to make allotments for dues to those non-union professional organizations that have approved dues withholding agreements with the FAA in accordance with the provisions of Section 550.311 of FPM Supplement 990-1 (Pay Administration). Employees desiring to have their dues withheld from their pay should submit a completed form SF-1187, Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues, to their T & A Clerks for forwarding to the payroll office. This form must be received in the payroll office at least four (4) working days prior to the beginning of the pay period in which the deduction will begin.

b. Cancellation of Dues. An employee who has authorized the withholding of dues may request revocation only during the month specified by the agreement between the FAA and the organization by submitting a completed SF-1188 to the T & A Clerk for forwarding to the payroll office. This form must be received in the payroll office at least four (4) working days prior to the beginning of the pay period in which the deduction will cease.

c. Absence.

(1) Excused Absence. A supervisor may grant an employee excused absence with pay to participate in a non-union activity,

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provided the employee's absence is approved in advance, the employees's absence will not be disruptive to the work unit, and any of the following conditions are met:

(a) The employee is an officer or member of the organization.

(b) The activity is directly related to the agency's Equal Employment Opportunity program efforts or other FAA technical, operational, or human resources programs.

(c) The activity is in the best interest of the agency.

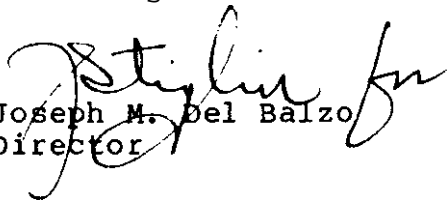
(d) The employee's participation in the activity will be of definite benefit to the agency.

(e) The employee's participation is determined highly desirable by the agency, but not related to a specific assignment which would be considered duty time.

(2) Duty Time An employee participating in an activity may be granted duty time on those days he/she is representing the agency and/or is present in order to carry out an agency assignment.

(3) Annual Leave. An employee may be provided annual leave when the participation is more to the benefit of the employee or to the organization than to the agency, and provided that the employee's absence will not adversely affect the ongoing work or be disruptive of the work unit. To assure consistency throughout the region, members shall submit all leave requests to their respective division or facility managers through their immediate supervisors.

(4) Payment of Travel Expenses These should be authorized by division managers for those employees participating in activities while in a Duty Status ONLY. In such cases, expenses shall be limited to the time that the employee is traveling and carrying out assigned duties.


Joseph M. Del Balzo
Director

APPENDIX 1. ORGANIZATIONS WITH EXISTING DUES
WITHHOLDING AGREEMENTS

National Black Coalition of Federal Aviation Employees

National Hispanic Coalition of Federal Aviation Employees

Federal Managers Association